

Component Unit Year End Reporting Memorandum – FY 2007
Attachment CU4 – Instructions
Financial Statement Template for Selected Component Units

Purpose

This attachment is used to obtain the financial statements and footnote information for selected component units.

Note: This attachment is similar to prior year Attachment CU4.

Applicable entities

This attachment is applicable to the following agencies:

- Assistive Technology Loan Fund Authority (ATLFA)
 - Small Business Financing Authority (SBFA)
 - Tobacco Indemnification and Community Revitalization Commission (Agency 851)
 - Virginia Arts Foundation (Agency 148)
 - Virginia Economic Development Partnership (Agency 310)
 - Virginia Land Conservation Foundation (Agency 199)
 - Virginia National Defense Industrial Authority (Agency 311)
 - Virginia Outdoors Foundation (VOF)
 - Virginia Tobacco Settlement Foundation (Agency 852)
 - Virginia Tourism Authority (Agency 320)
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Due date

August 30, 2007

Submission requirements

Contact DOA if the Component Unit has any problems with the files.

After downloading the file, rename the spreadsheet file using the following naming convention:

Assistive Technology Loan Fund Authority	ATLFAAttCU4.xls
Small Business Financing Authority	SBFAAttCU4.xls
Tobacco Indem. & Comm. Rev. Commission	851AttCU4.xls
Virginia Arts Foundation	148AttCU4.xls
Virginia Economic Development Partnership	310AttCU4.xls
Virginia Land Conservation Foundation	199AttCU4.xls
Virginia National Defense Industrial Authority	311AttCU4.xls
Virginia Outdoors Foundation	VOFAAttCU4.xls
Virginia Tobacco Settlement Foundation	852AttCU4.xls
Virginia Tourism Authority	320AttCU4.xls

Submit the Excel spreadsheet electronically to finrept-cu@doa.virginia.gov.

Copy APA via e-mail to APAFinRept@apa.virginia.gov.

Do not submit paper copies of the Excel attachment.

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**Certification
tab**

The **Certification** section is new for FY 2007, and it requires all preparers and reviewers to type their name on this form. Please note that there should be a segregation of duties; therefore, the preparer and the reviewer should not be the same individual for any tab. By typing a name, the individual is certifying that all tabs of this attachment have been reviewed, the information is both complete and accurate, and the preparer and reviewer were not the same individual for any tab.

**Attachment
revisions**

If attachment revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original attachment submission, **resubmit the revised attachment AND complete the Revision Control Log Tab in the attachment excel file.**

Enter the revision date, row number and column letter revised, and the previous and revised information. Document text changes and numerical changes. Only enter changes for amounts actually keyed. For example, if a non-keyed, calculated total changes as a result of the revision, this does not need to be documented on the Revision Control Log.

If the attachment is revised more than once, do not delete control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions from the initial attachment submission.

Each time a revision is submitted the **Certification** tab should be updated with new signatures and dates.

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**General
information**

1. The template includes numerous features, including automated comments and validation messages, to assist in the preparation and review of financial data.
 2. Detailed line items for cash, cash equivalents, and investments have been added to the template. This will give DOA the detail needed for GASBS No. 40 requirements. Refer to **Attachment CU6, Schedule of Cash, Cash Equivalents, and Investments at June 30**, for guidance on completing these tabs.
 3. The detailed information / line items for prior year accounts payable and other liabilities is located on the template
 4. Ensure that all footnote tabs applicable to the data entered on the statements are completed. All component units must complete **Tab 4A – Short-term Debt, Tab 5 – Commitments, Tab 8 – Miscellaneous, and Tab 9 – Imprmnt. of Cap. Assets**.
 5. For information regarding **GASBS No. 33 – Nonexchnage Transactions Overview**, refer to pages 14-16 of the **Component Unit Year End Reporting Memorandum – FY 2007**.
 6. For information regarding **GASBS No. 34, Financial Reporting Model Overview**, refer to pages 17-21 of the **Component Unit Year End Reporting Memorandum – FY 2007**.
 7. Contact those listed in the **Questions** section on page 8 of the **Component Unit Year End Reporting Memorandum – FY 2007** if additional guidance is required.
 8. Cells highlighted in yellow require data input.
 9. If a template amount has a footnote number reference, the corresponding spreadsheet tab must be completed.
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